

POLICY	
Policy Number: CORP2020-023	Date Approved: January 2006
Department: Corporate	Date Reviewed: October 2020
Town Owned Vehicles	

1. Policy Statement

Not Applicable

2. Purpose

Not Applicable

3. Scope

Not Applicable

4. Definitions

Not Applicable

5. Policy & Procedures

Town Owned Vehicles:

1. Will be assigned to approved individuals as the prime user but that all town-owned vehicles will be made available to all other Town employees as required within time constraints so as to utilize their use to maximum efficiency.
2. Shall not be used for personal reasons.
3. Shall not be operated outside of the municipality except for approved conventions, business trips, service checks, etc.
4. Shall be identifiable by appropriate Town crest decals on both front doors in sizes suitable for that vehicle and further identifiable by numbers decals and indicating their identification numbers.

5. The person who is assigned primary user of the vehicle shall be responsible to see that the vehicle is:
 - a) Kept clean and presentable to the public.
 - b) Is properly maintained in accordance with the shop-servicing schedule.
 - c) See to refueling and report any mechanical or other difficulty.
6. Town-owned vehicles shall remain at their respective work places before and after normal working hours except those assigned to employees on 24 hour call (as shown on Schedule 'A') or when that employee has a specified approved assignment outside normal working hours such as engineering inspection or business meeting for example, in accordance with the attached schedule. This policy will apply to lunch hour as well. Approval for specific circumstances will be obtained through the normal channels.
7. That a continuous log will be kept by the primary user of the vehicle showing the number of times the vehicle is used and a brief description of the callout, outside normal working hours. These logs to be turned in to the Director of Physical Services on a monthly basis.
8. This policy shall be effective January 1, 2006.

6. Summary

Not Applicable

SCHEDULE 'A'

Town-Owned or Leased Vehicles Permitted to be Taken Home

- a) Waterworks Foreman or Sub-Foreman – One vehicle, only
- b) Roads Foreman or Sub-Foreman- one vehicle, only
- c) Fire Chief
- d) Utilities On-Call – one vehicle, only

Note: All other Town-owned vehicles and equipment not listed will not be taken home except as per item #6 of this policy.